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# HOW TO FIND EMPLOYMENT

G. LOCKWOOD.

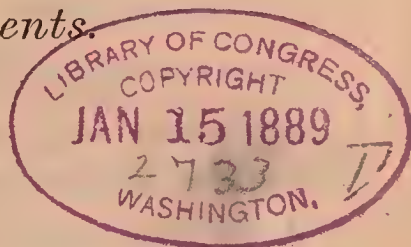


# How to Find Employment,

—OR—

## BETTER ONE'S SELF IN NEW YORK OR ELSEWHERE.

*A HAND-BOOK OF DIRECTION AND IN-  
FORMATION,  
SHOWING HOW TO SECURE A POSITION  
FOR 5, 10, 15 or 20 cents.*



BY GEORGE LOCKWOOD.

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GEORGE LOCKWOOD.

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## EMPLOYMENT AND ITS IMPORTANCE.

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TO find employment or to better one's position is daily a matter of great importance to many people, of both sexes, and in all conditions of life. No other subject throughout the civilized world includes so large a portion of the human family, independent of race and religion, and no other subject evolves to the same extent the destiny of the individual person to whom it may and often does signify, on the one hand his welfare in various degrees, by enabling him to obtain the necessities and comforts of life for himself and those who may be depending upon him, or the attainment of his hopes or ambitions, whatever they may be.

And on the other hand, the question may assume a different form, and be one involving distress and anxiety in various ways, or it may lead to the commission of some crime that may change the course of his existence, or start him upon a criminal career that may have an ignominious ending for himself and involve others in disgrace.

True, some have friends who supply them with employment, or who will use their influence with others to obtain it for them, and thereby escape the experience that those less fortunate, perhaps, frequently undergo; but these form a very small number in comparison with those having to depend upon their own resources and exertions to secure situations, to many of whom it is often a long

and disheartening task to accomplish. Some in their efforts spend most if not all of the money that they may have toiled long and hard to save. Others in addition to expending their own available funds run into debt, or are obliged to draw upon the bounty of friends for maintenance, and thereby subject themselves to inconvenience and humiliation in various ways.

Such is the experience that many are undergoing every day throughout all parts of the country ; but more especially in the large cities is it most noticeable, where many are continually changing about for one reason or another with various objects in view. And strangers from different climes are constantly arriving under various conditions, and with expectations and abilities of all degrees.

The greater number seeking employment in such places or outside of them, could easily save themselves most if not all the worry and hardships that they frequently undergo, to say nothing of their time and money, did they but understand correctly how to direct their efforts, in connection with a proper estimate of all the attending circumstances of their several cases. There are but few people who will not use more or less judgment in the performance of any task they may undertake, however simple it may be, or should it be one of importance before they undertake it will consider every point favorable and unfavorable to its accomplishment, and then adopt such measures as appear from a reasonable standpoint best calculated to be successful in attaining their object in the most satisfactory way.

Here is where the difficulty principally arises with a very large number of people in pursuit of employment ; they are governed according to their imagination to a greater or less extent, which nearly always places them at a disadvantage, instead of using their judgment in con-

sidering the matter from a common-sense and business basis, such as the circumstances and occasion may require. Nor do many use or seem to consider the necessity or advantage to be gained by adopting a systematic course in their efforts; consequently they often spend their time and money to a great disadvantage, or to no purpose, without probably knowing that they are laboring under difficulties, or if aware of it, may not understand them or know how to remedy them.

A great many people appear to look upon securing a situation as a sort of lottery affair, and depend in a measure upon fortune to favor them in the matter sooner or later, as the case may be, and perhaps have never thought that as the result of their own efforts its acquisition could be made a certainty. However, such is the fact in nearly every case, and it can be done most expeditiously and successfully by the persons themselves who may be seeking employment, by directing their efforts in a proper and systematic manner on the one hand, and on the other by giving due consideration to all the circumstances and conditions in connection with them by which they may find themselves surrounded.

## THE OBJECT OF THIS BOOK.

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The object of this book is to aid those who may be in search of employment, also those contemplating making a change of situations, by instructing them how to direct their efforts to the best advantage, and to point out matters necessary to be considered in connection with them in order to be successful in attaining their object. A work of this sort must be of great value to many re-



siding in cities, and especially so to strangers making their first attempt at obtaining employment in such places, having no one to assist them, and no reliable information to enable them to help themselves. No one need have any hesitation in following the directions it contains, as all the statements are made from a practical knowledge, acquired during years of experience and observation in the business of procuring situations for various classes of people, in all capacities, and can be relied upon as being correct ; and if followed will not fail to give satisfactory results. Anyone with ordinary intelligence can easily understand these directions, and can adapt all or part of them to any locality, according as the surroundings and circumstances may require.

The specified instructions given are principally intended for those wishing to obtain situations, either in New York, Brooklyn, or Jersey City, as well as the surrounding country for a considerable distance. These three large cities are so close together that they may be almost considered as forming one, and, taken with their numerous adjoining districts, form an immense, and at the same time the most varied field of labor in America. Such being the case here, thousands annually come from foreign countries, and from all parts of this vast continent, seeking employment in the various branches of business or labor that these places afford. No matter what their callings or abilities may be, there is a probability of their being able to turn them to account here, or of obtaining an engagement for some other part of the country, as a great many secure help here for various points distant from New York, to fill both responsible and minor positions. This multitude constantly arriving, in addition to those who are residents and out of employment, makes at all times an immense number striving in various ways more or less to obtain employment.

## SOME OF THE MISTAKES COMMONLY MADE BY THOSE SEEKING EMPLOYMENT.

Before proceeding with the directions, in order that they may be more fully understood it may be of advantage to take a glance at some of the mistakes commonly made by those seeking employment, the various methods usually pursued, and the difficulties likely to be met with, together with a few remarks upon these subjects which may be of service to applicants, by enabling them to avoid such errors, and commence without delay in the proper course in an intelligent manner.

A great many people, especially strangers and those residing in cities, who wish to enter a different line of employment from that to which they are accustomed, are very often placed at a disadvantage by those whom they may come in contact with, or by opinions they form themselves without due consideration; also by relatives or friends, who either through ignorance or from a mistaken idea of kindness, frequently lead them to think that they will have little or no difficulty in securing the desired position, and that the principal thing for them to decide is, what it shall be and the remuneration to accept; often completely overlooking the question of ability or qualifications that may be required to give satisfaction or make their services valuable.

It is not an uncommon thing to meet people with such ideas in need of employment, who, if by chance or otherwise, have an opportunity of securing a position, and it sometimes happens a better one than they are really qualified to fill, with remuneration beyond their capacity to earn, hesitate about accepting it, or decline it altogether, and appear to think that as a matter of course



something still more desirable must consequently follow. Mistakes of this sort, as a rule, are made by people having an imaginary idea of affairs, and an erroneous estimate of themselves, which in many cases they form by either knowing or hearing of some one having a very desirable position, or receiving a certain amount as salary, and immediately expect something similar for themselves, regardless of circumstances essential to their acquisition, and in many cases are loth to listen to reason, or take a different view of affairs and so hold out upon some points until they become so much reduced pecuniarily, as to be debarred from accepting a desirable position should it be offered, from a lack of means to procure some necessary equipment, and eventually are compelled to accept whatever they can obtain, usually something inferior to what had previously been offered them, or that it was possible to at first obtain. Should they by chance or force of circumstances secure the desired situation or remuneration by waiting, the risk and expense in nearly every case more than counter-balance the advantage so gained.

Without entering into the subject of the various advantages to be derived from immediate employment, or the disadvantages usually attending voluntary idleness, probably no better argument regarding the matter can be advanced than the fact that it is seldom any one is heard expressing regret at having accepted what it was possible to obtain without much delay ; while numbers are met with who either admit, or their appearance indicates, that it would have been much better had they taken a different course, and made themselves secure when they had the opportunity, until they could more clearly see their way ahead, and become better informed.

## THE WAY APPLICANTS USUALLY PROCEED IN THEIR EFFORTS TO PROCURE EMPLOYMENT.

There are several ways of securing employment, any of which may prove successful under certain conditions and by following a systematic course; but whichever method or methods are adopted, applicants are frequently remiss in some apparently trivial, but really important, detail that makes their efforts of no avail, or causes them considerable delay.

One method, and generally the first, is to take a look around, and apply at various establishments for such positions as they desire to obtain.

Aside from other considerations, many do not give any attention as to the time of making their calls, which may be at unseasonable hours or at such time as stress of business makes inconvenient for the proper person to grant an interview. Those who employ help to any great extent usually systemize all branches of their business, and when help is to be engaged a time is generally set apart in which to attend to that portion; and outside of such times applicants who chance along are very apt to receive no attention, even though there may be vacancies. Persons looking for employment in this way should inform themselves as to the proper time and person to apply to, and all points calculated to insure success. These can often be found out from those employed in or about the place.

But going about in quest of employment, applying at various places, expecting by chance to obtain a situation, usually involves many disappointments and much loss of time, unless it be in some cases where it is known that a number are required. In many instances those engaged

in various places learn of probable vacancies and anticipate outsiders by posting their friends upon the matter, especially if the positions are desirable ones.

Another means of securing employment, and one very generally adopted, and if properly managed a successful one, are the newspapers. They afford in many ways the best assistance that those depending upon their own efforts can have, if properly made use of. Although many obtain positions by their means sooner or later, very few understand how to obtain the quickest and best results for the money expended, while others receive no returns at all, owing either to inexperience or inattention to some important point. Generally the first thing to attract the attention of those seeking for employment through the papers are the columns of advertisements that daily appear in many of the leading morning journals, announcing vacancies of almost every description, and requiring either a personal or written application to be made, as the case may be ; and in looking these over, applicants usually select and apply for such vacancies as take their fancy from the reading of the advertisement, without apparently, in many cases, considering whether they are adapted for the position described or possess the qualifications that may be called for, or that it may reasonably be supposed will be required, also overlooking the point regarding the time for applying. Let any one notice the number that frequently apply in response to an advertisement which states when to call, and the sort of person and qualifications required, and it will be found that a very large proportion overlook one or more of the particulars stated, and thus waste their own time and that of others, besides causing annoyance both to those wishing to employ and applicants who may be qualified. A large number of those who apply personally for positions they see advertised, would invariably



save themselves disappointment, time and money by paying strict attention to the particulars which may be stated in the advertisement that they select to reply to, or where particulars are not given common sense should lead to a proper conclusion ; there is often need to exercise this, as some advertisements are misleading, and their authors rely on that to gain financially, while the applicants are gaining the experience that common sense should have taught them.

Another method of applying for situations is to send the application by mail ; many employers needing help prefer this way of obtaining it to having applicants call personally. As a general thing, those living in the city who adopt this system do so from a desire to avoid being overrun by a number of unsuitable applicants ; or it may be on account of the locality, the most convenient way of applying. Many of the applications sent by mail, aside from the question of ability or qualifications, are useless, owing to remissness in one or more points of importance. Frequently applicants neglect to state particulars that the advertisement may call for, or that would enable the employers to judge as to their merit, or perhaps write about something having no bearing whatever upon the subject. Others send their applications so long after date that they are not apt to be considered, or even received ; and some either enclose their references, which frequently are not returned, or else make no mention of them. Large numbers of applications, comprising postal cards, letters and occasionally telegrams which are daily sent out, besides being deficient in these respects, are incorrectly or insufficiently addressed, and which, were it not for the skill and perseverance of the post office officials, would never reach their destination ; consequently, owing to defects of this kind in various points of their applications, many who are in every re-

spect suitable and qualified for the positions they apply for, receive no benefit from their effort made by this form of applying; while others perhaps not so well qualified or desirable, by making their applications properly claim attention and, probably, secure the situations.

Another way, afforded by the newspapers, of obtaining employment is by advertising. A great many rely upon this method to secure situations, and some experience no difficulty in placing themselves whenever occasion requires, while others have more or less difficulty, or are altogether unsuccessful; some make an indifferent effort, and if not immediately successful abandon this method, and thus fail, from lack of perseverance or by not presenting their wants in the proper way. Often no mention is made of what the advertisers can, or wants to do, nor particulars given whereby to infer what they may be suitable for; also by not advertising in the paper or papers best adapted to their individual wants, or advertising at a poor time. And some either neglect or are located so as not to be able to give prompt attention to the replies that may come to their advertisements, owing to these or the other causes mentioned many are unsuccessful, or for some length of time unable to procure situations, which by a proper course would be obtained in a comparatively short time.

## IMPORTANT MATTERS NECESSARY TO BE CONSIDERED.

When circumstances render it necessary for a person to seek employment, or he leaves his situation with the intention of procuring a better one, either similar or in a different capacity, whether in the locality where he is a



resident, or in some other location not so familiar, he should carefully consider all the circumstances attending his former occupation, and in a business-like way as near as possible, form a correct estimate of what his business abilities are comparatively worth in his vicinity, and to what extent they will avail him or be acceptable in other localities, or at an unfamiliar occupation. He should also consider the available means at his disposal to convince employers regarding the facts he may claim. A great many failures or considerable delay in securing employment, or the desired position or remuneration result in consequence of a person not properly comprehending his qualifications, or having a correct estimate of the conditions requisite to their attainment. No place affords a better illustration of these facts than New York, where at all times are found an immense number of incongruous applicants seeking various positions, or demanding remuneration out of all proportion to their ability to command, apparently overlooking the fact that although this large city affords an immense field, with numerous opportunities for success in all pursuits, and large salaries are obtainable—here, of all places, employers are most exacting in every particular regarding those whom they employ; and to succeed, it is requisite to understand and conform to the requirements that may be demanded, or the condition of affairs as they may be found, as great competition exists to obtain positions in all branches of business. And among employers, from the most insignificant concerns to the largest enterprises, every nerve is strained and all manner of devices resorted to, either to keep up or excel in the strife, and as those whom they employ, contribute in a great measure, to these ends; in most cases it is a matter of business with them to employ for each department only such as

are best calculated to advance their respective interests, or in other ways to give satisfaction.

In making selections with these ends in view, one or more, and frequently all of the following conditions are demanded or considered, namely: References, physical condition, personal appearance, ability and remuneration: consequently, applicants in applying for positions should consider to what extent these conditions are likely to be required, and by carefully considering these points decide what positions they are best qualified to fill and the remuneration to expect.

For the purpose of helping applicants to arrive at a correct decision in these respects, it will be necessary to consider the points a little more in detail, although they may not seem to be of much importance, from the fact that employers seldom appear to lay much stress upon these matters, should they be the cause for declining an applicant's services, but usually give some plausible reason calculated not to give offence, thus in many true cases giving applicants erroneous impressions as to the cause of their failure, and leaving it to themselves to find out by experience where the real trouble may be; employers usually do not consider it their business to point out to applicants wherein they are deficient, or undesirable, although by so doing it would often be the means of setting them right; hence the importance of their understanding and looking into the principal points which employers consider in arriving at their decisions.

## REFERENCE.

This may be considered as the leading point in most cases necessary or conducive to securing employment, as it is considered as vouching for both the ability and

integrity of applicants; and seldom is any situation worth speaking of obtainable, especially in the city, without recommendations, regarding these matters; and the extent to which they are serviceable depends in a great measure upon other conditions; these are, date, locality, the length of time and the occupation they cover, and composition. Thus, a reference of more or less remote date is considered of less value, as the case may be, than one of a recent date, and sometimes is looked upon with suspicion unless the intervening time can be satisfactorily accounted for, and so is liable to be of little use, and sometimes even creates an unfavorable impression.

Considerable weight is also attached to the place which the reference may be from. Some employers are very exacting about this, and will not entertain an application unless the reference be from a certain immediate neighborhood; and others, as a rule, are dubious about distant or foreign ones, and applicants holding such will usually find more or less opposition to them, however good they may appear.

The length of time that a reference covers detracts or increases its value, as the case may be, although circumstances frequently occur through no fault of the employee that prevents his acquiring one, other than for a comparatively short period of service. However, this may not be very detrimental unless the others he may have are of the same nature; when such is the case they are apt to be considered as indicating him to be in some respect deficient or undesirable.

Again, on the other hand, employers are occasionally found who object to a very long reference, on the ground that the holder may have acquired a settled way of performing his duties, in consequence of which he may not readily adapt himself to other systems and surroundings. But applicants need not worry about this fault



with their references, if it be one, as it is in reality a commendable feature and of itself a good recommendation.

The particular occupation that a reference may be for, is also an important point that comes under consideration. Should it be for some defined duties in a different line of business from the position the applicant is seeking, it may be of little or no use to him, and in some cases even a detriment, as some employers are found who will not engage a person for no other reason, than because of his having been engaged in some line of employment calculated to make him undesirable for the position applied for, and for this reason decline his services, however suitable he may appear in other respects.

The value of a reference also depends to a great extent upon its composition. Thus, a reference if it be but for a short period of service, if written in a forcible manner that will leave no room for doubt upon any point, will often secure an applicant the preference over another whose abilities may be superior, and whose reference may cover a longer period, but appears doubtful from not being written in an explicit manner.

Upon this point of their reference an employee is depending in a measure, on his employer's inclination or ability to express approbation of the services which have been rendered him; still, the bearing of an applicant will often materially aid to supply apparent deficiencies in these respects or disapprove statements which they may contain.

What are termed personal references are invariably considered the most satisfactory of any; this consists of the person referred to making a verbal statement as to the merits of the applicant, and some employers will not engage a person upon the written statements he may have unless they can also be certified to in this manner, or

in writing, as it is not an uncommon occurrence for applicants to manufacture written references to suit the occasion; and employers sometimes give good written references which upon investigation afterwards, they partially or entirely repudiate.

In addition to thus satisfying employers when the position sought for is one of trust, an applicant is often expected to furnish security in some material form as the position may require. To some it may appear strange, or unreasonable that employers should be so exacting in wanting to know about those whom they employ, respecting both their character and abilities. The advisability and necessity of taking such precautions can be readily understood, when it is considered that in a large city like New York all classes of people are found, including criminals and sharpers from all parts, who seek here new fields for operations by mingling with those in search of honest employment; and experience has taught people here that to accept a person upon his own statements, or personal appearance, is a very injudicious and unbusinesslike proceeding; besides it is but right to give those the preference who have proved themselves worthy and competent.

## PERSONAL APPEARANCE AND PHYSICAL CONDITION.

These are also matters of importance to be considered in connection with other requirements, according to the position sought, although neither may indicate correctly a person's ability to fill the position he may apply for, they show in a manner to what extent he may be suitable, or adapted for it. Employers in making selections for filling



various vacancies, usually prefer those whose appearance indicates them as being in keeping with the services required, or, where this point is of no account, a person's physical condition will often be a matter of consideration, and frequently both particulars enter into the requirements to a great extent. For many branches of public service, for instance; the soldiers, policemen, firemen, etc., in order to gain entrance to any of these departments it is essential to be qualified physically in different ways. The same principles are involved to a greater or less extent in domestic and business affairs, and whether it be a clerk, porter, coachman, or help for any other capacity that is wanted, the employer requires for each position, that the appearance or physical condition of the employees be such, as to enable them to perform their respective duties in a satisfactory and acceptable manner.

A great many people overlook these matters in applying for positions. Thus we find those delicate in appearance, and soft-handed applying for positions requiring strength for manual labor far beyond their capacity to render; and, on the other hand, numbers are found only adapted for filling situations of this class, wasting their time in vain efforts to secure places that their rough appearance or ungainly ways entirely disqualify them for.

Applicants will find it to their interest to bear these subjects in mind, especially in looking for employment in the city, for the reason that in such places employers are more particular from either a business point of view or as a matter of taste, and when vacancies of any description occur, applicants suitable in these respects are always to be found, thus leaving those otherwise with little or no chances of obtaining the positions.

## ABILITY AND WAGES.

These are probably the most vexatious questions to be met with relating to employment, and are constant sources of discussion between employer and employes, to properly determine these points satisfactorily to both the parties concerned, and for this purpose numerous schemes are brought to bear to enforce what they claim as their rights; however, it is not the purpose here to go into the merits or demerits of either side, or the methods adopted to attain their ends, but to deal with the individual person who has to rely upon his own merits to get along, and his capability to make them known.

As regards the question of ability and wages, a great number through forming erroneous impressions on these points place themselves at a great disadvantage; thus we find people seeking employment in capacities new to them, and in which their services may be of comparatively little value, demanding remuneration far exceeding their ability to earn, and also a large number are found who overlook the fact that location often makes a great difference in the manner of performing the same duties; take for example a foreigner, who in his native land may be considered thoroughly proficient in the ordinary occupation of farming, immediately upon his arrival here, claims for himself the same qualities and remuneration according, instead of making it his object to become familiar with the many different systems, implements, and productions, of which he must naturally be in ignorance. The same is true of all other occupations; people are continually wasting their time, endeavoring to secure situations which their abilities do not fit them for, and in consequence of which they cannot give satisfaction. Among this class we find those who are apparently incapable of realizing the fact, should they succeed in procuring a bet-

ter situation than their abilities qualify them for, still remain unsatisfied, and without waiting to gain a proper perception of their case, resign their situations, and not until they encounter the difficulties of securing another do they recognize the estimate placed upon their abilities. In these respects it is important that applicants should form a correct idea regarding their abilities, and the amount of remuneration which they can command, and proceed accordingly, instead of trusting to blind fortune to especially favor them. And in forming an estimate upon these points, a person's own observation should prove the most effectual guide, it does not require any great amount of intelligence to perceive what the general state of affairs is in any department, either domestic, or commercial, the demand and supply of labor available, the remuneration paid and the ability required, and then for an applicant either to fall in line and properly grade his demands, and make the best of existing circumstances, or follow such course as he chooses.

## THE WAY TO FIND EMPLOYMENT THROUGH THE NEWSPAPERS.

After giving the foregoing subjects thorough consideration in every particular, an applicant should have arrived at a proper understanding of the qualifications and conditions requisite to secure employment to the best advantage. The next step of importance is to bring himself to the notice of those employers who may require such services as he is qualified to render. New York also leads in affording the most ample means for this purpose in numer-



ous ways. The cheapest and at the same time the most satisfactory are the newspapers, competition and enterprise having brought these to the highest state of perfection, which enables them to serve the public in various ways to an extent almost beyond comprehension. No other source is equal to them for people to make known their wants, or so generally referred to for information; here the millionaire and the poor man are found side by side, each seeking to gratify their respective wants, in the different forms suited to their needs. Large sums of money are thus daily expended and much thought given as to its proper disposition by various concerns, in making their wares known to the public by means of advertising, well knowing that they will receive ample returns for their outlay in this manner. The person who has his labor to dispose of will also find them equally valuable to meet his requirements, and worthy his closest attention in all particulars. How few ever stop to consider to what extent their wants are made known by the judicious expenditure of a few cents for an advertisement, or the vast resources that are invoked to serve them. Scarcely does the perhaps almost unintelligible scrawl upon the soiled, crumpled piece of paper leave their hands, than others interest themselves in it, and the greatest discoveries and inventions known to man, the combined wealth of vast corporations, the government and the skill acquired in these departments, through years of practice and experience becomes subservient to them; and while they sleep these agencies are at work carrying their wants to the notice of thousands far and near, presenting them in an attractive form, just at the right time, and telling in the most effectual manner what they wish to be known.

They tell the early rising, hard working farmer where he can find help, and he hustles about more lively to get



his chores done in time to catch the train to go in search of the advertiser, or send him word that he is wanted. They speak to the otherwise inaccessible banker and the busy merchant, laying before each when they are disposed or have the time to consider the application of the book-keeper or coach-man whose services they may desire to procure! What a result obtainable from the expenditure of a few cents! The person thus seeking employment in many instances before he has roused himself the following morning, is sought after and offered situations that otherwise would have remained unknown to him, and by introducing him to the employer thus performing at the same time a great service, perhaps, to both. In order to obtain a situation through the newspapers in the quickest and most satisfactory manner, it is necessary for an applicant to give attention to several particulars: the first and most important one is to have the advertisement in the proper paper, or papers, according to the situation sought. Thus a person should learn which is the best medium whereby to inform such employers as are likely to require the kind of services which the applicant desires to render. A paper that may be excellent for obtaining some kinds of positions may be of little or no account for others; but such papers in which a certain line of help mostly advertise are generally better for that particular class of positions than papers with a mixture of all kinds. Any person who does not know the best paper in which to advertise for the position he desires, can easily gain the information by the expenditure of a few cents, in securing a copy of the leading papers, and noting the general run of the advertisements. As newspapers are liable to change in character in these respects or give place to others in the course of time, those which can be designated at present as being the best adapted for various positions may after a time not be as suitable

as others. There are now published in New York city five papers well adapted for this purpose; these are the *Herald*, *World*, *Times*, *Tribune* and the *Staats Zeitung*. The two first mentioned are suitable for nearly all positions obtainable through the newspapers, as they have a very large circulation among all classes of employers in the city and country, and quick returns are usually received. The *Times* and *Tribune* are chiefly adapted for situations in families, and the best situations in that line are usually obtained through them; but employers who select their help from these papers are generally more exacting about the qualifications and references of those whom they engage. The *Staats Zeitung*, being a German paper, is almost exclusively adapted for Germans or those who can speak the German language, and the positions obtainable through it are mostly with that nationality in the city, in the various trades and businesses in which the Germans predominate; for such and those who cannot speak English it is an excellent paper; but for domestic situations, especially for females who can speak English, the others mentioned are the best, as they can do better, and usually prefer to work for other nationalities than their own.

Another paper which is very serviceable for managers in the farming line is the *Country Gentleman*, published weekly at Albany, N. Y. Such as are qualified in this line of business can find the best positions obtainable through it. Being a high class agricultural paper, it circulates especially among wealthy stockmen and farmers far and near, and at the proper season numerous replies are usually received to advertisements for positions of this kind; besides this, numbers of employers advertise in it who require men for such positions, and it will pay those desiring situations of this description, to keep informed by subscribing for it at least during the season in which

changes are usually made. The *Brooklyn Eagle* is also a good paper for either males or females desiring situations in Brooklyn families ; but outside of situations of this sort or in this locality it is not of much account ; the *Hotel Gazette*, published weekly in New York, is excellent for hotel positions, especially heads of various departments, male and female, as it circulates among hotel proprietors throughout all parts of the country. These papers mentioned are the leading representatives for the various kinds of positions commonly obtainable through advertising mediums. Although there are other papers patronized in a small way by both employer and employes, the chances of obtaining a position, or the positions obtainable through them, are comparatively of little account.

Having decided upon the paper or papers best adapted to make known to employers likely to require such services as the applicant is qualified to render, or for the position he desires to obtain, he should give some consideration regarding the time in which to make known his wants, the season best suited for obtaining the kind of situation he wishes, also the best days of the week calculated to obtain satisfactory results, as in most business affairs there are some days usually considered better than others, according to their nature ; the same is true regarding the days best suited for advertising any article or event, and those interested in the expenditure of money for this purpose give due consideration to all such minor details. The person who wishes to dispose of his labor should likewise give this subject attention, and derive all the benefit possible from the outlay of his money in this manner. During several years' experience of constant advertising for situations wanted I have found from Monday to Friday, included, the best time for men, Saturday the poorest day of all, and comparatively worthless, owing to its being a partial holiday with some, and with others a



very busy day ; in both cases leaving little or no time to give attention to, or communicate with, those who advertise for situations on that day. Even should an employer answer an advertisement, the advertiser would be very likely to receive it too late to be of any benefit to him. Employers generally commence earlier in the week to look for any help which they may desire, as they usually have more time to devote to that purpose and prefer not to leave it till the last day of the week before negotiating with employes. Sunday, although the best day to advertise for some purposes, and a great many more advertise then for situations than any other day, I have always found very uncertain ; and for a number of reasons not nearly so desirable as some days during the week. The situations obtainable through the paper on that day are mostly of an inferior order. The class of employers who either advertise or answer advertisements in Sundays' papers are principally those looking for cheap help, knowing that their chances of obtaining such on that day are better than any other, as they have so many to select from. The solid man, who wants good help, and pays remuneration in proportion, rarely spends his time on Sundays looking over the advertisements, but attends to such affairs in the regular course of business during the week.

Another point for consideration regarding advertising in Sundays' papers is, that employers are not likely to make personal calls on that day, which is very often the way they respond to advertisements inserted during the week days, especially to those advertising for situations in the domestic line, both male and female ; while some may claim that they will derive the full benefit from their Sunday's advertisement on Monday, or later. Such occasionally may be the case ; but my experience has been from having them continued through the week, that the



smallest per centage of replies received came from Sunday's advertisements, also that an applicant's chances of securing a position through them are much lessened, owing to those answering his advertisement replying to a greater number of other applicants, who are seeking similar positions through that day's papers. For the same reason, the chances of obtaining situations advertised on Sunday are less, in consequence of the host of applications usually made for any vacancies advertised on that day. Owing to obstacles of this nature, those desiring the better class of positions, or making only an occasional effort to obtain employment by this method, will generally have much better success during the week. Although disadvantages of these kinds are usually encountered by those seeking situations through Sunday's papers, a person who is energetic, and bound to succeed, will not miss any chance of a situation, and not only advertise on Sunday, in the papers best adapted to his wants, but continue to present them constantly before the public until successful.

The advantages to be gained from thus advertising when there is a probability of success, in more than one paper, or all which are best adapted to the wants of the applicant, are that it affords him at the same time all the opportunities of the kind then open through these various sources. This is a point of much importance, not only resulting in a saving of time and giving the applicant a greater choice of situations ; but it will also enable an observing person to at once form a correct estimate regarding the wages going, the value placed upon such services as he can render, also the chances of obtaining the kind of position he is applying for, by being brought into contact with numerous employers and in competition with other applicants.

Besides expediting matters, and other advantages to be gained in consequence of making their wants known

through more than one paper, if adapted for them, the actual expenditure of money for securing a situation is very often less than when only one paper is patronized. In addition, the probability of obtaining the greater remuneration, and the most desirable situations open amply repays the extra outlay, should it be necessary.

In order to derive all the benefits possible from advertisements, it is of importance that the replies be promptly received, and for this purpose applicants should locate in a convenient, and respectable neighborhood, and advertise from the place where they may be residing, this will enable them to receive answers without delay, and to reach any desired point in the shortest possible time, which is often an important matter; and is also a great inducement to employers to call personally, which they frequently do when an advertiser is conveniently located. However, those who are so situated as to be unable to derive the benefit from such advantages should not fail to attend to their replies at the earliest possible time, in order to be considered before the vacancies have been filled.

The location in which a person may be residing frequently has considerable influence with employers; and if it is an undesirable neighborhood is very apt to cause an unfavorable impression, from the old adage, "Birds of a feather flock together," consequently employers are not likely to call personally, and hesitate about having any dealings with persons residing in such locations. These are matters worthy of attention, although they are frequently overlooked by applicants, and though apparently of little account, tend to their advantage or disadvantage.

Having settled the foregoing points to the best advantage, the next thing to give attention to is the composition of the advertisement. Advertisers should give this

subject all the consideration possible, and not only present their wants in an attractive form, and define the duties they are qualified for or wish to perform, but also mention any points calculated to give them the preference over others in the most concise form possible.

To make these points better understood, a few illustrations are given of the different forms of advertisements as they are found in the daily morning papers, and by pointing out their defects, together with a few specimens calculated to obtain the most satisfactory results, cannot fail to be of benefit to many, especially to those unaccustomed to advertise. For example, here are two advertisements, one of four lines, the other of two, counting eight words to the line, which is the number usually allowed, one costing forty cents and the other twenty, at the rate of ten cents per line, the current rate charged by the *Herald* and *World* for situations wanted :

FARM HAND wants work on farm; can do any kind of farm work; understands the care of horses and cows; not afraid of work; good references. Address, Farm Hand, uptown.

FARM HAND—Understands all farm work and care of stock; good worker; references. Farmer, 1295 Broadway.

The shorter advertisement is in every way the most desirable, not only because costing an applicant one half the amount of the other, but by giving an address where the advertiser can be found, in a convenient locality, any replies will reach him without delay, in addition to giving employers an opportunity to call personally; while the applicant advertising from the newspaper office loses the chance of personal calls, and must consequently spend more or less time, and probably money, in going after his replies, which in many instances are received too late to be of service. Instead of expending



the amount for a single advertisement in one paper whichever it may be, by far the better way is to insert two like the shorter, at the same time one in both the *Herald*, and *World*, as both are suitable for it and give quick returns; and in any case the shorter one will usually bring as many replies as the other, because it is concise and expresses all that is necessary, and as much as the larger one. The following results I obtained without any special effort from a two line advertisement, and it is both interesting and instructive, The first insertion in the *World* on Sunday, brought no replies; on the following Tuesday the same brought eleven replies by mail, and three personal calls—certainly enough results from twenty cents to enable several persons to secure situations. On Thursday the same advertisement in the *Herald*, and *World*, brought seventeen answers to these offices—nine to the *Herald*, and eight to the *World*. Again, in both papers on Sunday, seven came to the *World*, and none to the *Herald*. Thus, from an expenditure of \$1.30, thirty-eight employers applied for the advertiser's services within the space of a few days.

A point worthy of note, was that the replies received from Sunday's paper, nearly all indicated positions of an inferior order from small working farmers, while those in reply to the week day's advertisements were mostly from a wealthy class, or business men in the city, easy of access, having places in various parts of the country, some wanting men for the vicinity of New York, others wishing to send them some distance away. Among the latter was one wishing a man for his orange grove in the South; another wanted men for his ranch in the Far West, etc., etc.

This is but one illustration of the wonderful results obtainable through advertising, and at such a trivial outlay as to be within the reach of all, and which it would



be impossible to obtain so expeditiously from any other source for so small an expenditure. It also serves to show the necessity of perseverance, and the advantages likely to be derived by those who do not hesitate to expend the amount necessary in making their wants known at the same time through various sources, also by giving their address. However, applicants need not expect such results at all times, or for all positions.

But to return to the subject of the composition of the advertisement. Here is a sample of one by a coachman wishing a situation for himself and wife, in which he uses over fifty words in stating that he understands his business, and that his wife is competent in the various branches of housework.

COACHMAN and groom and cook; by a married man; no encumbrance; situation as first-class coachman and groom, thoroughly understands his business in all its branches; wife as excellent cook and laundress, or can take charge of milk and butter for family; country preferred; excellent city and country references. Please address,——box——uptown.

This advertisement can be made as attractive, and effective, in half the number of words, and by reducing it and inserting one similar to the following, at different times, or, better still, at the same time in different papers, and by giving an address where the advertisers can be found, the results from the same amount of money expended upon the larger one, for a single insertion in papers charging by the line, will undoubtedly be much more satisfactory.

COACHMAN, groom, cook and laundress; man thoroughly competent and temperate; wife excellent cook, good laundress and butter maker; good references. —— Avenue.

A concise advertisement of this kind will be replied to by as many desiring help as the other; as it mentions as

many desirable qualifications possessed by the applicants as the longer one, and is as likely to attract the attention of employers who may not be satisfied with those in their employ.

To further illustrate the most satisfactory manner of securing a situation by advertising, the following results were obtained from an advertisement like the shorter one, in February, in the course of a week from an outlay of \$2.25, expended in this way. Three insertions in the *World*, at a cost of 90 cents; two in the *Herald*, 60 cents; two in the *Times*, 50 cents; three in the *Tribune*, 25 cents. Although February is usually an unfavorable month for obtaining situations of this kind, twelve replies were received from these various sources, giving the advertisers an opportunity of selecting a situation to their satisfaction, in different parts of the country. Thus, by handling the matter in a business-like way, even in a dull time, satisfactory results were quickly obtained from the judicious expenditure of a small amount of money.

Here is an advertisement of a bookkeeper who uses upwards of forty words in stating that he is experienced, reliable, and will work for a moderate salary.

A BOOKKEEPER of 15 years' varied experience, having first-class recommendations from reliable firms as to honesty, sobriety, trustworthiness and ability, wishes to obtain a situation where these qualities will be appreciated; expectations as to salary moderate. Address, box — — — office.

In contrast with this is one in a concise form, expressing as much in a more business-like and attractive manner than the longer one.

A BOOKKEEPER, good and rapid penman, long and varied experience, with undoubted references for sobriety, integrity and ability; salary moderate — — — Street.

Although it is a matter of pecuniary interest for an

advertiser to express his wants, and capabilities, as concisely as possible, the extra expenditure of a few cents will often prove a good investment, providing a plain statement of these subjects is made, even though expressed in a round about way. This important point many fail to accomplish altogether, although using more than sufficient words for that purpose. The following specimens will give an illustration of the useless outlay of money for worthless advertisements of this kind. The first is that of a young man who makes use of nearly forty words in this manner.

YOUNG MAN from South America would like a situation where there is a chance for advancement; willing to commence at moderate wages, and will do his utmost to prove satisfactory; can furnish the best of references. Please address —— care of —— Brooklyn.

From an advertisement of this nature what is one to infer? Does the advertiser desire to commence as dishwasher in a restaurant, with the aspirations of eventually becoming its manager, or as a roustabout in a store, and thus advance to a more responsible position; or does he aspire to the dignity of a judgeship? Owing to its composition, because nothing is defined, it is utterly impossible to tell what position the advertiser desires or may be adapted for; and consequently no benefit is likely to result from it, as employers of any account will not be likely to trouble sending for him to find out. Another will state his case to the same effect more briefly as follows:

YOUNG MAN wants work at anything; references.  
Call at —— Street.

The person who advertises in this way may properly be said to be advertising for what he does not want, and this particular one desires employers to call and find out what



he is capable of doing, or desires to do. Through answering several who have advertised in this way, I have been unable to find one who wanted or would accept a situation at "anything;" each were adapted or qualified for as many different kinds of employment, and all had a well-defined idea of what kind of work they wanted or would accept; but not one was found who was capable or willing to accept a situation at "anything" as advertised. An employer wanting a hod carrier, by answering an advertisement of this sort, would be as likely to have some delicate youth, adapted for clerical work, calling, as the strong laboring man he wanted. Those seeking employment can readily see for themselves the absurdity of advertising in this way, by perusing the thousands of advertisements for help daily published. There is no demand for help to do "anything"; if the duties are not clearly defined, some idea is always given of their nature, as a guide to applicants.

Instead of advertising for work at "anything," the proper way is for the advertiser to make some statement informing employers what he desires to do, or is suitable for. Perhaps a young man desires work of a manual nature of this kind :

**Y**OUNG MAN wishes employment on tow-boat, or  
laboring work of any kind. Address ————

This advertisement is concise and to the point, as in a few words it makes a special request, in addition to informing employers what other work he desires. Or it may be the advertiser is suitable for and desires a situation of a different nature similar to the following :

**I**NTELLIGENT YOUNG MAN wants work in office  
or a similar capacity, good penman; refer-  
ences; ————

or in whatever capacity the position desired may be.



By thus defining his wants to the extent necessary, an advertiser is much more likely to receive attention, in addition to simplifying matters both for himself and employers. Another very general method of composing advertisements, is that of introducing a lot of useless information, having no bearing whatever upon the subject of their applications, to the exclusion of that which would be of benefit. The following is an illustration of advertisements of this nature :

A YOUNG MAN 24 years of age, who can speak English, Swedish, French and understands German, would like employment in a livery stable; understands the care of horses and carriages, has worked in stables in Dakota and Kansas ——— office.

The statement contained in the first part of this advertisement, would be quite proper and beneficial were the applicant seeking a position as corresponding clerk, etc., etc.; but so far as qualifying him for grooming a horse, or washing a carriage, being able to speak several languages, or having worked in the Far West, would not especially commend him to employers requiring stablemen, but be more apt to give them the idea that he might be above his business, etc., etc. In place of such statements which neither qualify nor make him more desirable for the situation he wishes, the proper and most business-like way is to mention such matters as are likely to make his services desirable, or an object to obtain, which in this instance could easily and effectively be done in an advertisement of a dozen words similar to the following :

STABLEMAN, temperate and competent in every way; quick worker; moderate wages; references. ——— Street.

A concise advertisement of this kind, aside from a pecuniary advantage, presents the advertiser in a favorable

way to various classes of employers who may require help for such capacities.

In many cases those desiring a certain position, or to gain a footing with any of the various firms, or at any business affording openings in different departments, will find it a good plan, if suitable, besides specifying the position desired, to mention one or more minor positions, as the case may be, which they are willing to accept, as by so doing, if the one desired is not at first obtained, it may be more easily secured by proving their worth in giving satisfaction in some subordinate position, as a great many employers adopt this method of testing a person's fitness for a superior position. The following is a sample of this method of advertising :

CLERK,—Will any firm employ at moderate wages an energetic, reliable young man as shipping clerk, porter or in similar capacity? references. — Avenue.

An advertisement of this nature is much more likely to obtain for the advertiser the desired position and salary, than one like the following :

SHIPPING CLERK. Young man 24 wants situation as above ; anyone desiring my services at \$12 per week may address. — Box — office.

As it does not indicate that the advertiser is desirous of or will accept any other than the specified situation, and that at a certain figure, gives the impression that he is somewhat indifferent about obtaining a situation, and for that reason employers who require help for such or similar work, are not likely to interest themselves in him, whether they pay less or more wages than specified, if other applicants are available.

Others try to obtain a situation by offering a reward to any one who will secure it for them, and advertise in a way similar to the following :

**\$50** Bonus to any one who will secure me a situation at \$12 per week ; best references. Address — office.

This is a very injudicious manner of advertising for a situation. Whatever salary a person is qualified to command, or circumstances warrant his obtaining, can be secured in a more business-like way. No reputable concerns will engage a person and agree to pay a stated amount unless his services are worth it to them, and offering a bonus is not any extra inducement for such to accept his services, and no person having authority to engage help is likely to risk his own position by accepting such propositions or placing himself in the power of another for a comparatively trifling amount. The general result of such offers is, that the advertiser falls into the hands of sharpers, and eventually finds himself minus both position, and the money offered, when in all probability he would have secured a position at first, by stating his wants and capabilities in a business-like way in the original advertisement for its cost, or at most a comparatively small portion of the bonus offered.

Thus, in regard to advertising, it should be borne in mind that while it is important to give all information calculated to benefit the advertiser, besides leaving out that which is useless, care should be taken not to state anything likely to prove detrimental. Among the useless statements frequently introduced in advertisements the following are most commonly found. An advertiser states at the beginning of his advertisement that he is, "first-class," in whatever the capacity may be, and then follows up with the statement, that he "thoroughly understands his business," or something to the same effect, which is a useless repetition, as a person who is first-class in any particular capacity is supposed to understand his business thoroughly. Others introduce the words that they



“would like to have a situation.” These and similar words can usually be omitted, as it is understood from the fact of advertising for a situation that they want one; also at the close of an advertisement there is no need for inserting the words “please call or address,” as any one responding to the advertisement must do either one or the other. Among the statements that are frequently injudiciously made by applicants, and which often cause employers to anticipate their unfitness, or to think they are undesirable, are particulars regarding their age, the amount of remuneration expected, nationality, religion, married or single, number of family, or being a stranger, etc., etc. These are all matters to consider whether it is best to mention or not according to the nature of the position. While in some instances it is an advantage to mention them, as a general thing it is best not to draw attention to them, but to leave such particulars an open question; in many instances by omitting such facts, interviews can be obtained, and desirable positions secured, which would not were the applicants to state them in their advertisements. Although it would sometimes save an applicant disappointment by stating such particulars, a great many employers when once they see an applicant, modify their notions altogether regarding some points which they had considered requisite to make the applicant acceptable. Such matters those seeking employment can best decide for themselves, according to circumstances and as the requirements and condition of affairs may suggest. Common sense in these, and all matters connected with advertising should be exercised, with the object of obtaining an interview with those wanting such services as the applicant is qualified for, or desires to render.

While advertising is by far the quickest and most satisfactory way of securing employment, many situations

can be obtained by replying to those who advertise for help. In doing this, the same business methods should be adopted as in advertising. By having recourse to all papers in which such particular vacancies are made known as the applicant is qualified for, or desirous of filling, and whether a personal or written application is required, it should be made promptly; those sending a written application should be sure to have it among the first to be received. The reason for this is, that in many instances several hundred replies are received, especially if the position is thought to be a good one, in which case the greater portion of them will probably remain unopened, especially the late arrivals. The following facts will serve to more fully explain this important point :

From an advertisement inserted in the *Sunday World* for a watchman, over seven hundred applications were received; the first mail brought upwards of three hundred, which was more than enough for the purpose, as an inspection of about a hundred of these afforded an ample selection of applicants who indicated their fitness for the position, judging from the statements contained in their applications, consequently there was no need to give attention to the remainder, which arrived during the course of the week.

It may also be interesting and instructive to know that the average time required to peruse a hundred such applications, including letters and postals, is an hour and twenty minutes; and to read the entire number received would make a tedious day's work. Hence it can be readily understood that in many cases an application is very likely not to be considered unless it be among the first received.

The next thing most important to claim attention in making an application, presuming that the applicant is qualified and suitable for the position, is to make a thorough business-like statement of these facts as con-

cisely as possible, setting forth his capabilities and all points calculated to make him desirable for the position, in a pleasing manner, carefully avoiding all subjects not relating to the position, which might cause the advertiser to anticipate his being undesirable. If the applicant has good written city or near-by references, a copy of them should be enclosed, or mention made of those who can be referred to. But if such is not the case, or they are from some other city or country, do not draw attention to that fact, but leave the subject of their location for future discussion. On no account send the originals, as it may result in their loss or great inconvenience before they are returned.

For the purpose of making the subject of applying for situations by mail better understood, a few samples are given of the replies received to various advertisements, showing the kind calculated to receive attention, and such as are likely to be useless :

**BOOKKEEPER**,—Active young man wanted for bookkeeping and general office work. Address, Bookkeeper, 1238 Broadway.

This advertisement appears explicit enough to call for intelligent replies, as it states the nature of the duties and the kind of person desired to perform them, and judging from this any one having a knowledge of such work should have a pretty good idea of the salary usually given for such services. The following applications are samples of the replies received ; the most remarkable one came to hand a few days after date of the advertisement, and run as follows :

HONESDALE, PA.

DEAR SIR :

In answer to your advertisement for an active young man for bookkeeping and general office work, I wish to apply for the place. Although I am not a young man I am quite active for my age, 45; am married and have a large family to support. I do not understand



bookkeeping thoroughly, but have a good knowledge of it. I have been engaged in the milling business here, and am at present engaged in winding up the business. I should like a place in New York, and will work for \$100 per month until I can better myself. Enclosed is my reference signed by some of the best men of this place. Send me all particulars and return my references soon as possible.

Yours, etc., etc.

This is a very unbusiness-like application; not a single point is mentioned calculated to create a favorable impression in the applicant's behalf, or in accordance with the requirements stated in the advertisement. In addition to drawing attention to the fact of his being a middle-aged person, and not understanding the duties required, he demands more salary than hundreds of first-class bookkeepers receive, and can be engaged for in New York, and states that he will only accept that conditionally, and also announces the fact of his being engaged in winding up his business—a statement, taken with the others, decidedly showing a lack of business ability and tact, calculated to convey the impression that he would materially contribute to wind up the business of any one who might employ him in any responsible capacity.

Another application of this class received, written on a postal card, in which the writer concealed his identity by giving a couple of initials, requesting the advertiser to call and see him if he desired his services, was as follows :

BROOKLYN, N. Y.

DEAR SIR:

In answer to your advertisement I will state that I am a young man and would like the situation if you think I will suit, you can call and see me, at No. — — Avenue, Brooklyn.

By what course of reasoning writers of applications of this kind, imagine employers are to know if they are suitable can not be conjectured. Any one who does not

know enough to state at least the commonest particulars regarding their qualifications for a situation, and sign their name, can safely be considered as not being suitable for any position requiring the exercise of mental ability.

Another application from a young man, evidently having little ability, and less sense, consisted principally of a number of questions, regarding matters which the writer desired to be satisfied upon before entertaining the subject further, was as follows :

JERSEY CITY.

DEAR SIR :

I am a young man 23, and think I understand the duties stated in your advertisement, can give good references as to my character, will you kindly inform me what salary you pay and the kind of business you are engaged in, and if you allow a half holliday on Saturday; also the hours you expect a person to work, if these things are satisfactory I shall be pleased to call personally, and engage with you if mutually agreeable.

Yours, etc.

Applications of this kind are sure to be consigned to the waste-paper basket, or if perused to the end they may be kept awhile as a sort of curiosity. Certainly no business man will waste his time going after or corresponding with such applicants, when he can select the desired help from among those who make their applications in a business-like and sensible manner, such as the following are specimens of :

NEW YORK.

DEAR SIR :

In reply to your advertisement in this day's *World*, I respectfully apply for the situation. I am 23 years of age; have had four years' experience at bookkeeping and general office work in this city; I can also speak and write German; have first-class references for character and ability which I would be pleased to have you inspect

and investigate; I am willing to work for moderate wages and do my best to give satisfaction. If my application meets your approval, please notify me on the enclosed postal and I will respond at once.

Yours, etc.

The following application also among the first to be received, was to the point and business-like in every way :

BROOKLYN.

DEAR SIR :

I herewith make application for the position advertised. I am a rapid writer and correct at figures; I understand bookkeeping, and am willing to do any office work required of me; I am not afraid of work or long hours, and to prove my worth and willingness will give a week's trial and accept whatever remuneration my services are worth to you. If you will kindly grant me an interview I will furnish good references, and come immediately by sending me word to —

Resp., etc.

This application makes no mention of any subjects calculated to prejudice the writer's chances of obtaining an interview; he may be a young person just out of school, with little or no practical experience at such business, or he may be a somewhat older person than the advertisement calls for, etc.; and, if so by not alluding to these or similar subjects which might cause the advertiser to anticipate his being unsuitable or undesirable, and only presenting matters favorable to the employer and himself, is very likely to attain the desired object.

FARM HAND—First-class farm hand wanted:  
good wages. Address by letter, Farmer 1388  
Broadway.

To this advertisement for a farm hand, which requires qualifications of a different kind altogether from the preceeding position, and invites the attention of those adapted to manual labor, quite a number of the applications were similar to the following :



NEW YORK.

DEAR SIR:

In reply to your advertisement for a farm hand I would like the situation. I was born on a farm, but left home when I was quite young. I have studied for a lawyer and am now engaged as clerk in a fancy store, but as my health is not good think it best for me to go in the country. Let me know what wages you pay for such work.

Address,

— Street, New York.

The writer of this application has evidently forgotten anything he ever knew about the requirements of a first-class farm hand, and in this case apparently mistakes it for a sanitarium, etc., etc.

Another reply was from a greenhorn, in all probability adapted and in a measure qualified for such work.

No. — West St., New York.

I would like the place on a farm. I am 20 years old and lately come over. I have worked on a farm at home and can take care of horses. I will work for \$30 a month and found if your place is not too far away from here, as I have friends looking out for a good job for me with a contractor.

The writer of this application has evidently been misinformed regarding the wages greenhorns usually obtain about New York for farm work, and lacks discretion in stating his expectations in other directions.

Compared with these applications are a couple from applicants adapted for the work, and having a proper conception of their abilities, which they state in a business-like manner :

NEW YORK.

DEAR SIR:

I am a young man of twenty-eight; have worked most of my life on a farm in Orange County; I understand all kinds of farm work and machinery; am a good horseman, and understand the care of other stock of all kinds and am a good milker; am strong, sober

and willing to work, and will work for moderate wages. If my application meets your approval, send me word on the enclosed postal, and I will call at any time you wish. Have good references.

Yours, etc.

Another application calculated to command attention, was from a man lately landed :

JERSEY CITY.

SIR :

I am only lately landed from Scotland, and wish to find work on a farm. I can do all kinds of farm work as it is done in the old country ; I am a first-class plowman ; I am quick to learn, and think I can soon learn the way here. I am sober and honest, and am able and anxious to work, and will do my best to give satisfaction. I am now staying at —— and would like to call and see you.

Yours, etc,

**D**RIVER wanted for delivery wagon ; must be competent and know the city ; references required. Address by letter, Driver, 1,238 Broadway.

This advertisement is explicit enough to admit of no misunderstanding regarding the requirements necessary to obtain the situation, which any one possessing but little sense could understand ; yet from among the numerous applications received, several were from people totally incapable of performing the duties required, as the following samples will show :

BROOKLYN.

DEAR SIR :

I hereby wish to ask the gentleman's earliest attention to myself. Introduction as Mr. ——, Brooklyn, N. Y. I hereby wish to state that I have seen in this morning's —— in the help lines you wanted a driver for a delivery wagon. I have been a driver in London for some time, and have good references from there. I am only three days over, but think I can find my way without any trouble. I will work for \$12 per week at first, and am ready to commence at once. I now must close, hoping this may meet with your approval.

Yours, etc.

Another application of a novel kind for the same position was from a young man near Burlington, Vermont, and was received about a week after the advertisement appeared.

BURLINGTON, VT.

MY DEAR SIR:

I see by the paper that you want a driver. I would like that job, as I consider myself a good driver. I am used to horses and oxen, and this winter I drew over fifty cords of wood to the city, and had no trouble. I have been to school a good deal, and have good education; am no fool. I have quite a taste for drawing as you will see by the enclosed specimen. If you want me I can come right away if you will send me word how to find your place, but would rather have you meet me at the depot if you could, as I have never been in New York and might get lost.

Yours, etc.

Another application, written on a postal card with a lead pencil, from a person probably competent to fill the position satisfactorily, but who omitted giving any particulars regarding his qualifications other than the following brief statement

NEW YORK.

DEAR SIR:

I am a good city driver and would like the place.

Address — Street.

Among such absurd and deficient applications others were received of a more business-like form from persons having a correct conception of the qualifications desirable and requisite. Among them, and the first to be received, was the following, which contained an addressed postal card for a reply:

NEW YORK.

DEAR SIR:

Kindly consider my application for the position as driver advertised in this day's ——. I have worked for a number of years as driver in the delivery department of —— & Co. I am perfectly ac-



quainted with New York and vicinity. I know all the piers, railroad and steamboats, and am well accustomed to shipping goods. I can furnish first-class references from my last employer for sobriety, honesty and ability; can give security, and will work for moderate wages. If you will grant me an interview I can call at any time you wish.

Yours, etc.

The specimen applications given here for the situations mentioned afford a correct illustration of the general run of applications usually received for all kinds of vacancies, from which it can be easily seen how useless it is to apply for positions without being duly qualified for them, and otherways able to comply with the usual requirements, according to the nature of the situation. Also the necessity of making a prompt application and giving a concise and business-like statement, as an applicant's fitness and qualifications for a position is judged at first from the manner and extent to which he expresses them. These should be written as plainly and neatly as possible, avoiding all attempts at fancy penmanship and similar accompaniments, and sent in an envelope, directed exactly as stated, with a stamped and addressed enclosed, or what I have usually found better still, a postal card, as it is handy and invites an immediate reply under any circumstances or stress of business, and will nearly always be returned if nothing more than as an acknowledgement; but an application should not be made on a postal card as it affords very little room for a proper statement, and gives the writer the appearance of being indifferent about the situation.

By paying strict attention to all the details in the manner mentioned here regarding this subject, interviews can be obtained, and situations secured, which would not unless these conditions were observed, for the trifling expense of five cents or less.

In regard to applying for vacancies requiring a personal

application, it may not be out of place to again repeat the necessity of applicants being adapted and qualified for the positions, and also to be among the first, if not the first, to gain an interview, otherwise there is very little use of spending time or money in looking after them, as an employer generally quickly tires of interviewing the throng of applicants that usually present themselves for his consideration, and for this or other reasons makes a selection as soon as possible; consequently, those arriving later, even should they succeed in gaining an interview, are very apt to be informed "that the vacancy is filled," "I am suited," etc., etc.

While it is a good plan for those seeking employment to give attention to such vacancies as are advertised, and for which they are suitable and qualified to fill, no one should rely upon these to obtain a situation, but merely fill in the time by attending to them in connection with advertising, aside from the greater amount of competition which lessens the chances of obtaining situations advertised, they are, as a rule, inferior to those obtainable by the applicants advertising themselves, and very often undesirable in many ways, and require the exercise of discretion on the part of those applying, before accepting them.

Presuming that the directions given here have so far been followed, the applicant in search of employment will soon find himself negotiating with those who desire such services as he may be suitable or qualified to perform. Here a little common sense and tact can be used to the very best advantage, and where a great number by not using it lose many good situations and opportunities.

Many when negotiating for a situation seem to forget altogether what they are about, and instead of bearing in mind that the object to be attained is to dispose of their services to the best advantage, and to use all possible effort

to accomplish that point, proceed at once to place themselves at a disadvantage and create an unfavorable impression by their manner of questioning, imposing conditions, and imparting information, which there may be no occasion for. There is no employer but who is favorably impressed by an applicant for any situation, however insignificant it may be, who speaks up as though he meant business, and often for the purpose of trying what mettle there is in him will ply him with questions and convey the impression that much more will be required of him than is really the case. The following illustrations of the different manner which applicants adopt when negotiating with employers will fully explain this point. Also the way in which many employers interview applicants who do not really expect as much of their employes as might be inferred from their manner of questioning.

EMPLOYER: "I want a man for —— one who is not afraid to work."

APPLICANT: "Yes, sir; I would like a good place of that kind. How much wages do you give?"

EMPLOYER: "Well I start a man at \$—— and raise his wages if he is worth it."

APPLICANT: "I don't care to work for that; I think I ought to have \$——."

EMPLOYER: "How long have you been idle?"

APPLICANT: "About two months."

EMPLOYER: "How long were you in your last place?"

APPLICANT: "About a month."

EMPLOYER: "What made you leave?"

APPLICANT: "There was too much work, and I wanted to get a better place and more wages."

EMPLOYER: "Have you any references?"

APPLICANT: "No, sir. I didn't ask them for any references; we couldn't agree about the work and I left; but I can get references from people who know me,"



EMPLOYER : "Are you ready to go right to work ?"

APPLICANT : "I have some friends I want to see first ; I can be ready in two or three days."

EMPLOYER : "Give me your address, and I will let you know if I want you."

APPLICANT : "No. — —— Street ; I am staying there with some friends."

Another applicant of a different stamp by being business-like in his manner, and ready for work, will invariably create a favorable impression and probably be engaged at once, will reply about as follows to the questions asked of him.

EMPLOYER : "I want a man for —— who is not afraid to work."

APPLICANT : "That is the kind of place I want, I am not afraid to work."

EMPLOYER : "How long have you been idle ?"

APPLICANT : "Only a few days."

EMPLOYER : "What made you leave your last place ?"

APPLICANT : "They didn't need me any longer."

EMPLOYER : "How long did you work there ?"

APPLICANT : "Over a year. Here is the reference they gave me, and you can write to them or see them personally about me."

EMPLOYER : "How soon can you be ready for work ?"

APPLICANT : "I am ready any time you say."

EMPLOYER : "You can come to work in the morning if you like. I will start you at \$—— and give you more pay and a better position if you attend to your business."

This is the manner in which a very prominent and respected man of this city, who has risen from an humble position by his own exertions, and who employs hundreds in various capacities, interviews an applicant ; and any one showing a willingness to work and get along he

always takes an interest in, and promotes according as they prove worthy; but drones like the first applicant mentioned find no favor with him, nor will they with any other employer of consequence. While an applicant like the other by showing that he is anxious for work, and seeking for an opportunity to prove his worth, will in nearly every case get the refusal of a situation; and also a great advantage by showing a disposition of this kind is that a great many deficiencies will be overlooked.

A few particulars to which applicants should also give attention is to be respectful in manner, clean and neat in appearance, and dressed in a manner becoming their position. Applicants dressed out of proportion to their station, one way or the other, always create an unfavorable impression. Also to have their references along with them ready for inspection, and make it a point to have written references if possible, as they will often cause an employer to decide at once in an applicant's favor when he otherwise might not if he had to wait until they could be produced, were other desirable applicants available. Do not apply for a situation if at all under the influence of drink; it will invariably destroy your chances at once. Keep to yourself whatever plans you may have as to your future movements or expectations. An applicant who states that he will only remain for a certain time or until he can do better, will invariably destroy his chances of the situation. Avoid all allusion to any disagreements with previous employers, or entering into any discussion regarding their methods, or expressing your ideas concerning them, or rehearsing your family history or misfortunes; referring to such affairs will not help you, but generally lessen your chances of the situation. Keep entirely to matters relating to the business under consideration, and use the same tact and judgment that you would exercise were the transaction one of a

different kind ; make the most of whatever points may be in your favor, in connection with the situation.

Another very important point, is to quickly observe and take advantage of whatever requirements those with whom you are dealing may be exacting, or susceptible upon, in the same manner that an efficient salesman weighs up his customer, and advances points and arguments calculated to attain his object in effecting a sale. Among many instances in which applicants understood the value of this, a couple may be worth mentioning as an illustration.

The first, that of a young man who never remained for any length of time in a situation, but who always obtained a brief written reference for sobriety and honesty, which, together with his own assertion, stated in a convincing manner, that he was very anxious to obtain employment and not afraid to work, in nearly every case enabled him to engage without the least trouble to good advantage by impressing employers susceptible upon these points, but whose former employers all upon investigation regarding him, returned the enquiries with the endorsement : Honest, sober and *lazy*.

The other was that of a young man, a stranger without any reference or special ability, but possessed of a good stock of energy and perception, which he used successfully in obtaining employment from a person who did not contemplate engaging any extra help, and whom he happened to find at work with a shovel. It being a chilly day he asked permission to warm himself by using it ; of course, this being a request very easy to comply with was readily granted, and by hustling about in an energetic manner he quickly showed the proprietor that it would be to his interest to keep him, and accordingly was engaged.

In nearly every instance in which an applicant gains



an interview with an employer either contemplating engaging or requiring help, by using more or less tact and common sense as the occasion may suggest or require, he can, if so disposed, aid his application to a great extent, if not attain the desired object altogether.

## HOW TO BETTER YOURSELF.

This subject is one that should claim the attention of every one, in whatever capacity employed, and every one should seek by all proper means to better themselves in every way possible.

While in some instances a happy combination of circumstances advances a person without any apparent effort on their part, as a general thing to advance one's self upon a sure basis requires some length of time and the exercise of patience and foresight. Many holding positions in nearly every capacity could better themselves by adopting the proper course, but are averse to resigning their situations for fear that they may not be successful in obtaining a superior one, or perhaps one equal to that which they have. On the other hand, a great number, as soon as the idea of bettering themselves presents itself, leave their employment, regardless of whether the condition of things is favorable or adverse to their success, in consequence of which many of them learn sooner or later that they have made an unwise move. It is quite a common thing to hear the exclamation: "I didn't know when I was well off," etc. Therefore, any one contemplating resigning their situation should give the subject serious consideration, and on no account leave it, no matter what difficulties there may be to contend with, unless reasonably certain of success in a very

short time. This, then, is the first question to decide, which should be determined according to the following conditions : The first is to make sure, if possible, of a good reference from your present employer. This will be found of great value, and often indispensable to success.

The next is to select the season best suited for obtaining the kind of position desired, and to ascertain the demand existing for help in such capacities. These are matters which a person can and should be informed upon before leaving a situation. This can be done easily, especially if residing in or near the city, at a trifling expense, by means of advertising which will be found the most reliable source of information, and should be adopted by every one when possible, even though no attention is given to the replies that may be received. Besides obtaining the desired information by this means positions can be secured in advance, thus avoiding the loss of time and money, usually attending a period of idleness, and many of the set-backs which those frequently experience through resigning their situations under unfavorable circumstances.

Some, however, may not be situated so as to be enabled to time their movements to the best advantage, or to gain the desired information, or perhaps find themselves in a strange locality under adverse circumstances, which is nearly always the case with those seeking to better themselves in vicinities new to them, or at some unfamiliar employment.

The greatest obstacle which this class of people usually have to contend against is their overrated ideas regarding their own abilities, and the state of affairs in such places. Take, for instance, many of those who come to New York for the purpose of bettering themselves, whether from foreign countries or the interior, how many of them make miserable failures, not because they can not obtain employment if they adopt proper means,

but because they expect too much at the start in point of wages and position, and erroneously cling to their own ideas, or listen to unwise council, until they become the victims of circumstances. A few illustrations upon this point may be of service to some, and serve to more fully explain the matter.

The first that of two young men, one from a country town and the other from a Western city, who came to New York. Both to some extent were familiar with the grocery business, and were seeking for advancement in that or any similar trade. One of them was offered \$9 per week to commence with by a reliable firm, this being a little less than he had been receiving where he came from, he declined the offer because the wages were not what he expected. The other young man applied for the same position, and accepted it upon a week's trial at \$7, and immediately went to work. At the end of the week he was paid \$2 more than was promised him, and very soon by his diligence was advanced both in position and salary, and in less than a year the head salesman opened a store of his own and gave him a responsible position, with a good salary and an interest in the business. The other young man who declined the \$9 per week for a commencement, having a little money at his command, felt that he could not afford to work unless the wages and position were in accordance with his ideas of what his abilities should command, and, finally, as he thought, "struck luck" by securing a position as collector at \$15 per week and commission with a now defunct picture concern. The prospect of such a salary, short hours, and going about dressed up induced him to part with all his spare cash as security for his honesty, for which he received and signed an agreement among other things, that he could not claim his money for a certain length of time after resigning his situation. The first week's work con-



sisted of his being sent about with a sample picture to collect orders, for the purpose of "breaking him in," as he was told. Needless to say, he made no success at this. The following week he received a list of names and addresses to collect installments from, and often after innumerable difficulties in reaching the localities, found in many instances, vacant lots ; or after climbing numerous flights of stairs, that the people sought had either moved or were inclined for various reasons to throw him down stairs. Such difficulties, together with the dissatisfaction expressed by his employers at his failure to collect the bills soon decided him to resign ; this, of course, was what they were working for from the start. Soon running out of funds, he was compelled to pawn his watch and what clothes he could spare, and ultimately was obliged to accept a situation as useful man in a boarding-house at \$10 per month, in consequence of the firm which had employed him failing, and he, along with others, losing the money which they deposited as security.

Occurrences like this, and of a similar nature, are very frequent in New York and other large cities, where concerns of various kinds are always to be found holding out deceptive inducements, to suit the ideas of new comers and others, who imagine that they can as a matter of course, secure at once a responsible and easy position with a high salary. Thus people from all parts are always to be found investing their dollars for the privilege of spending their time trying to learn what they consider some genteel business which they are unsuitable for, or speculating in some outfit or partnership, etc., etc., promising immense returns, but which comparatively few realize, even in a small degree, and as in the case mentioned, many are gradually reduced to extremities.

Another instance of a similar nature was that of two greenhorns, both lads of about the same age, and from

the same neighborhood in the old country, desiring a situation together, and being adapted for farm work, both engaged with the same employer to work on a farm at \$12 per month each, which was doing much better than at home. Before they had worked a month their friends in the city sent them word that they ought to have more wages. Of course they living in New York were in a position to know what a greenhorn working fifty miles out in New Jersey was worth to his employer! Accordingly the lads forthwith made a demand for a rise for the next month, or they would leave. Their employer refused to comply with their demands, but explained to them that as soon as they became more familiar with their work he would raise their wages accordingly. One of them looked at the matter in a sensible light and concluded to remain; but the other would listen to no such arrangement, and decided to leave, making his way to New York with a larger surplus than he had been accustomed to, which he was relieved of the first night of his arrival. However, his friends helped him to find a situation at digging cellars, etc., etc., which lasted but a hort time, when he was laid off. After remaining idle for some time he obtained a situation on a gentleman's place as useful man at \$16 per month, and was discharged at the end of his month in consequence of his persisting to smoke in the stable, contrary to his employer's wishes, besides being generally cantankerous and dilatory in the performance of his duties. Going about in this manner from one situation and occupation to another, not remaining long enough or conducting himself in a way to obtain a serviceable recommendation, or to get thoroughly familiarized with any branch of work, the short space of a year found him a confirmed "rounder." A class of persons dissatisfied with people and things in general, never losing a chance to make others so; leaving their

situations as soon as they have a few dollars earned, or upon the slightest pretext, real or imaginary ; or making themselves so disagreeable that their employers are glad to pay them in full for a week's or month's service, as the case may be, before it is due to get rid of them ; unwilling to accept a situation unless under certain stipulations, usually demanding wages beyond their capacity to earn ; shirking their work, or measuring it according to their pay, and depending upon chance or some one's necessity to secure employment. In consequence of which they spend a large portion of their time in idleness, frequently calling upon friends for favors, often indifferently clad and "dead broke," without the means to take advantage of opportunities, should they offer, thus by their own course leave themselves in a condition to be imposed upon by employers on the lookout to make the most of their necessities.

The same space of time, however, found matters entirely different with the companion who commenced under precisely the same circumstances. In due time his wages were advanced to his satisfaction. He was well dressed, with a snug sum in the bank, besides having sent home a share of his earnings to the old folks, and paying the passage for a cousin to America, and not least of all, under no obligations for favors from others, well advanced in a knowledge of his work, and assured of a good recommendation from his employer to further advance himself when the opportunity should offer.

The cases mentioned, out of many of a similar nature that could be given, illustrate the manner in which a great many endeavor to better themselves, and the results likely to follow as a natural consequence, according to the course pursued. Therefore, those trying to better themselves at an occupation unfamiliar to them, especially if strangers in New York, or any city, even



though qualified for the position sought, should, as a rule, first of all disabuse their minds of the idea that they are likely to obtain high wages, and easy positions at first.

The next thing is not to lose any time without making an energetic effort to secure employment, and to accept the first situation obtainable, especially if in the line of business desired. The advisability of this is that it secures a person financially, and if nothing more, will prevent a depletion of finances, which is a most important matter for consideration to those out of employment in the city, where money disappears at an astonishing and unaccountable rate, however careful one may be of expenses. Besides affording a chance to become familiarized with the work, if not accustomed to it; but the principal advantage to be gained is that it affords an opportunity for proving one's worth, and thereby obtaining wages and promotion accordingly, also of becoming acquainted with others who frequently can be made of great assistance to attain one's purpose, and getting the run of chances which outsiders are not likely to know anything about, and of obtaining a reference for character and ability.

Therefore the first consideration necessary in order to better one's position is become locally favorably established as regards character and ability. To accomplish this many difficulties are likely to be met with, requiring the exercise of common sense and policy in various ways, besides its often being necessary and advisable to forego more or less at first in the matter of wages, also to perform onerous duties, and contend against disagreeable things in various ways, for the time being. Positions of this kind are most likely to be obtainable at first by strangers, and those changing their occupation in consequence of their being vacated by those who find them

objectionable for one reason or another, or remaining vacant an unusual length of time, owing to some exaggerated or imaginary objection, frequently the result of idle or vicious gossip. Accordingly, those accepting them generally do so either as a last resort, with no intention of remaining for any length of time, or with a foregone conclusion that it will be impossible to give satisfaction, and being thus prejudiced put forth no effort for that purpose, or to remove whatever there may be unsatisfactory, with the result as before stated. Thus it is quite common for the same positions to be vacant several times in quick succession, when others accept the positions thus vacated, and not only remain for an indefinite length of time, in harmony with their employers, and get whatever there may be objectionable removed, but obtain further concessions in any way they care to demand, and interest their employers in their behalf, who often can, and do, exert themselves to materially assist their employees to further better themselves. To thus obtain an employer's approbation or such concessions as may be desired, it is not necessary to humiliate one's self either in the eyes of others or himself; but it does usually require the exercise of common sense and policy in not antagonizing himself with the faults, or peculiarities of his employer, should such exist, and by quickly observing where a little extra effort will be most appreciated and redound to his own advantage. Thus, by making himself valuable, or agreeable to his employer it is seldom that all or part of his demands are not granted; and where such is not the case it is nearly always advisable to hold a position, even under difficulties, until sufficient funds have been saved, a good recommendation secured, and a seasonable time arrives to make a change. Always make it a point, if possible, to leave on friendly terms with an employer, which will usually insure em-

ployment with him again if desired. By pursuing a systematic course in this manner, a person can make the most of his abilities, find his services in demand, and be in a position to take advantage of opportunities that may offer, and assert his rights successfully whenever occasion requires.

In connection with the foregoing a few samples of references are herewith given, and their relative value as considered in New York City, whether for male or female, presuming the capacity to be such as affords constant employment.

NEW YORK.

This is to certify that the bearer ——— has been in my employ for one year in the capacity of ———, during which time I have found him sober, honest, industrious and thoroughly competent in the discharge of his duties. I am confident any one employing him will find a very desirable person in any capacity he may be capable of filling.

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NEW YORK.

The bearer, ——— has worked for me as ——— for two years, and I have always found him strictly sober, honest and reliable, thoroughly competent and attentive to his duties. He leaves, to my regret, of his own accord to better himself. I will gladly take him back at any time he wishes.

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NEW YORK.

To whom it may concern:

This is to certify that I have employed ——— for five years in the capacity of ———, during which time he has given entire satisfaction and served me faithfully and well. Being honest, sober and thoroughly competent, I can recommend him as a valuable person to any one requiring his services. I shall be pleased to answer any further enquiries personally or by letter regarding him.

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A reference similar to either of these is usually considered first-class, and will satisfy most employers regarding



a person's character, and qualifications for the capacity they are for, providing they are of recent date, and from reputable people or firms locally known.

The following are samples of references similar to those possessed by many met with in New York.

NEW YORK.

The bearer has worked for me six months as ———. He is efficient in the performance of his duties and leaves my service because I have no further use for him,

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NEW YORK.

This is to certify that the bearer has been employed by me for three months in the capacity of ———, during which time he has been honest and sober. I can recommend him to any one requiring his services.

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LONDON.

John Smith has been in my employ for six years as ——. I have always found him honest, sober and attentive to his duties. He is thoroughly competent and leaves my service of his own accord to better himself in America, having first received all wages due to him.

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To all whom it may concern.

This is to certify that I have known the bearer ———, for a number of years, and believe him to be strictly honest, sober, upright and worthy of any position he may be found capable of filling. I am quite confident that he will do all in his power to give satisfaction to any one employing him.

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References of this description are not considered of much account in New York, for the reason that they are either for a short period of service, from a distance, or from those who merely give a reference as a sort of personal favor without any knowledge of the bearer's fitness for any particular position, and consequently are of little or no service in obtaining a position.

## EMPLOYMENT AGENCIES.

These are intended to be of service to both those seeking employment, and also employers desiring to procure help; but owing to the methods adopted by many of those who from time to time engage in the business, and the use frequently made of them, both by employers and those wishing employment, their usefulness is greatly impaired in consequence to such an extent that many employers are distrustful of having any dealings either with employment agencies or those who frequent them. On the other hand, many of those desiring employment have an idea that employers who apply to agencies for help are undesirable to work for, or that they will have to wait for an indefinite length of time for a situation, and then perhaps not obtain it or any other.

While such may be true in both cases to a greater or less extent, it is the result, as a general thing, in the first instance, of agents accepting a fee from every one whom they can induce to register, regardless of their qualifications or character, and sending such for employers to interview. Thus an employer frequently becomes disgusted by being overrun with a host of undesirable applicants, which sometimes continues for a length of time after the vacancy has been filled, or, if the selection is left to the discretion of the agent, proper care and judgment is not used in selecting the right person, or perhaps no help is forthcoming at the appointed time.

On the other hand, the agent encounters all manner of difficulties in dealing with those looking for employment who present themselves under various circumstances, many of whom imagine that by payment of the office fee the desired position and wages will be obtained, regardless of their abilities or qualifications. In consequence

of entertaining such ideas, or believing what unscrupulous agents may say, which common sense often should disprove, much of the disappointment and dissatisfaction arises. While an agent could obviate most of this, in many instances, it would probably be at his own cost, for the reason that should he tell each applicant candidly the truth what his chances were of obtaining the desired situation, the wages he could reasonably expect, or the position he was really adapted for, or give advice on other points which would tend to their advantage, a large proportion of his applicants would not only walk out without patronizing him, but would be highly indignant and consider themselves insulted, and probably seek some other agent whom they imagine justly appreciates their abilities and qualities by promising to obtain for them a position that meets or exceeds their expectations, but which generally results in their being disappointed; consequently, the general run of employment agents find it to their own interest to adapt their representations to the ideas of applicants, and trust to future developments to get rid of them. This often consists either of letting them wait until their ideas and finances become so moderated that they are glad to accept whatever position the agent offers, or become discouraged or disgusted by not obtaining the situation they may sent after, or idling away their time at the office, waiting in vain for some one to engage them, that they finally clear out and have nothing further to do with it. Besides adopting such tactics with applicants, many send them to questionable employers, who may keep them a few days and then send them away without pay, or impose upon them in some other manner, with the object of having them leave of their own accord, without demanding remuneration for the services they may have rendered; or, perhaps, on



applying for the position they find some conditions required which the agent failed to mention, and which they are often unable to comply with, and are thus debarred from securing it. In addition to methods of this description, resorted to by some agents for the purpose of apparently fulfilling their contract and thus getting rid of the applicant.

It is not an uncommon thing for employers to apply to several agencies at the same time, and also answer advertisements in the newspapers, so that in many cases an applicant's chances of the situation are greatly reduced in consequence of such competition, even though qualified and able to comply with all requirements. Although much deception may be practiced all round, the agent is often accused of such unjustly, both by employers and those seeking employment, in consequence of misrepresentation, either on the part of employers or employees, or their not acting in good faith, and of which the agent may have no knowledge or control.

Notwithstanding drawbacks of this description, agents often have good positions at their disposal, or can procure such within a reasonable time; but it should be borne in mind by those applying that success depends in a great measure upon its being the proper season for procuring the desired position, and that their expectations be within reasonable bounds; also that their own co-operation with the agent's efforts are necessary, both in being within easy reach when required, and reporting at the office at stated intervals, otherwise they are apt to be lost sight of and thus miss opportunities, as time is very often an important matter with employers, who frequently desire their help sent at a certain time, or wish an immediate interview, and will not wait until an applicant living at a distance can be notified, with the uncertainty of his coming or being suitable.

For this reason it is seldom that applicants who register at an office, and living at a distance from it, are successful in obtaining a position. Or those who expect an agent to obtain positions for them, and take his chance of getting his fee through their proving satisfactory to their employers, or being satisfied with their positions, or of their being on hand and accepting them if procured, unless one or both parties are well known to the agent. The general run of applicants who expect to be thus placed in positions are "rounders," who seldom remain in a position for any length of time, or those who are conscious that they are misrepresenting themselves in some way, and therefore likely to be kept but a short time. It is folly for such to expect an agent to interest himself in their behalf, as, aside from other considerations, in dealing with applicants in this way there is very little probability of his obtaining either credit or money; hence applicants for positions desiring an agent's services should be prepared to pay the office fee and conform to the existing state of affairs as regards the position and wages they can command.

Applicants willing to do this will find no one better qualified to give advice upon these matters than an employment agent, if reliable, who through practice and being posted regarding affairs, can tell at a glance what an applicant's chances are; also every applicant should distinctly understand upon what conditions the fee is paid, in order to avoid any future unpleasantness in consequence of misunderstanding upon this point.

When the payment of a fee will ensure immediate employment which might not otherwise be obtained, it is often an excellent investment; but the expense and uncertainty attending those who pay their money, otherwise is usually greater than where they take the matter into their own hands and strike out boldly to advertise in

a systematic manner, especially if the position desired is outside of the domestic line, as the scope of employment agencies is principally confined to this class of situations.

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Although the subject of procuring employment, and the manner of bettering one's self has been mostly referred to as applying to males, the same course should be pursued by females in whichever way employment is sought or advancement desired, and the same consideration given to all other particulars pertaining to both.

However, females have somewhat the advantage in New York and vicinity, especially those seeking employment in the domestic line, as the rates charged them are usually less than for males, and more opportunities generally attend their efforts to secure employment, if properly made; but for some inexplicable reason they do not avail themselves of them to the extent which circumstances very often seem to warrant. The reasons advanced for this, if they can be called such, frequently being of the most nonsensical kind, and often result in more or less loss and inconvenience to these entertaining them. Probably the most silly, and the one most generally entertained of these, is the idea that going to a situation on Friday or Saturday will be attended with something in the shape of bad luck or a short stay. Why this idea should be entertained is a mystery, as there are no statistics to show that those going to work upon either of these days are more unfortunate than upon any other days of the week. Another very common piece of nonsense is to decline a situation because the location is not upon such and such an avenue, or within a certain distance up or down town. Most of such tomfoolery is derived through giving ear to the gossip of "rounders,"



many of whom have grown gray without being able to permanently locate themselves in any locality to their own satisfaction, or having their qualities as they consider justly appreciated. This class of people are most frequently met with in rooms kept for the purpose of accomodating working-out girls when out of employment; or, it may be, that one of them is engaged in the same household or near by—in either case, never losing a chance to enlarge upon trifles, until a girl often really thinks she is being imposed upon, and consequently often leaves a good situation, and finds herself associating in some stuffy room with a lot of this class who, when they find that she has a few dollars, take an unaccountable interest in her behalf, and under the guise of such fill her head with all sorts of rubbish regarding conditions, when and where to accept employment, and other twaddle of various kinds, calculated to discourage her from accepting a situation, however desirable, or well satisfied she may be to accept it herself. This sort of thing usually continues as long as she has any money wherewith to replenish the inseparable “growler,” to lend, or pay for accommodations. Besides parting with her money in this manner, she is often cajoled into disposing of various articles of apparel to accommodate them or finds it necessary to be enabled to leave the place.

In addition to losses of this description, associating with such good-for-nothings has a demoralizing effect in various ways. Thus many otherwise temperate and desirable girls get into the habit of drinking, and become otherwise unreliable and cantankerous, and learn to practice many tricks in dealing with employers and others who may be interested in procuring employment for them, such as advertising for a situation and engaging with several employers the same day and then selecting the situation that appears the most desirable, or

disappointing all. This quite common and dishonorable trick, should be borne in mind by those practising it, works harm to others as well, perhaps more than to themselves, aside from the inconvenience certain to arise. It is often the means of preventing others from securing employment who perhaps are in need, or would be very glad to accept it; or if the engagement be made in an office, it often causes loss and brings discredit where it is not deserved, although the proprietors sometimes connive at such for the sake of temporary gain.

While those by giving ear to, or practising any of the nonsense or methods mentioned injure themselves and others more or less in different ways, those who divest themselves of such, can at a very small expense and with a little effort easily secure employment with good pay, especially in the domestic line, in New York and vicinity. The wages here for such service exceed, in proportion to the ability and work, that of any other calling. To obtain the best situation in this line, by far the most satisfactory results are obtained by advertising, if due regard be given to all particulars as heretofore mentioned respecting locations, surroundings, etc., success will invariably follow. The expense of advertising is so trifling, besides the situations obtainable by this means being usually the best of the kind, that it is hardly worth while responding to advertised vacancies, either personally or by mail, independent of the trouble and expense often necessary in reaching them, and other drawbacks, they are comparatively of an inferior order. For instance, the car fare, ten or fifteen cents, expended in going after an advertised vacancy, if judiciously expended will in nearly every instance bring several employers in quest of the advertiser, thus giving them a choice of situations. But in other branches of employment, such as in stores, shops, etc., etc., it is usually necessary to apply person-

ally, as the proprietors of such places, when in need of help, usually depend upon advertising to secure it.

For this reason it is advisable for those seeking employment in these various capacities to peruse the columns of the papers through which such wants are made known. This, together with a timely application, will be likely in most cases to secure the desired employment more quickly than by any other means. Particular attention should be given by all as to whether an advertisement calls for a personal or written application. Those desiring an application by mail so state it. When no mention of the manner of application is made, it can be taken for granted that personal calls are desired, and it is invariably a waste of time or postage to apply in any other manner than thus indicated.

To insure an advertisement appearing under the proper heading, there should be written across the top of the paper, and a line drawn underneath, separating them from the advertisement, the words, "Situation Wanted, Male," or "Situation Wanted, Female," as the case may be.

Those who do not wish their names to appear in full in their advertisements should give them in part, their initials, or some appropriate word whereby they may be easily identified.

Another important point in connection with inserting an advertisement is to hand it in in time to insure its appearing properly classified in a prominent place. This will often add much to its value. For New York daily papers it is advisable to present them at the main offices by 8 P. M., and at the branch offices or for weekly papers it may be necessary to hand them in earlier. This will generally be found a safe rule, but it is best to inquire regarding the rules of each, as their regulations vary in this and several particulars regarding rates, etc.



The *Herald* and the *World* are best adapted, with a few exceptions, to advertise in for situations, in the following and similar capacities: Agents, accountants, attendants, bookkeepers, assistant bookkeepers, bartenders, assistant bartenders, boys, butchers, bakers, butlers, bricklayers, blacksmiths, compositors, carpenters, collectors, clerks of all kinds, cashiers, coachmen, cooks, canvassers, carpenters, copyists, cabinet makers, cellar-men, confectioners, correspondents, draughtsmen, door-men, designers, engravers, engineers, elevator runners, firemen, florists, farm hands, floor-walkers, grooms, gardeners, hotel situations, janitors, jewellers, kitchen-men, knife-cutters, millwrights, millers, managers, masons, milkers, nurses, nurserymen, oystermen, porters, painters, photographers, plumbers, printers, pressmen, quarry-men, ranchmen, stablemen, salesmen, stenographers, stewards, tinsmiths, typewriters, usefulmen in all capacities, waiters, watchmen.

Those desirous of entering business houses, learning professions, businesses or trades, those lately landed or strangers in the city, any of these mentioned can obtain employment quickly and reasonably through these papers.

But for the following capacities in the domestic line, those who are THOROUGHLY competent and well recommended may obtain superior situations through the *Times* and the *Tribune*, and therefore should advertise in them at the same time: Butlers, waiters for families, valets, grooms, footmen, gardeners, coachmen, farm managers, chefs, care-takers for residences, city and country, useful men.

Germans qualified or desiring employment in any of the following or similar capacities with Germans should also advertise in and refer to the *Staats Zeitung*: Barbers, bakers, butchers, cooks, restaurant help, all

capacities, grocers, drivers, drug clerks, tailors, gardeners, tradesmen of all kinds.

Females desiring employment in business capacities will find the *Herald* and *World* best adapted for their wants, such as bookkeepers, copyists, cashiers, saleladies, forewomen, typewriters, stenographers, or any similar business capacities. Also for those of average ability desiring situations in the domestic line, such as houseworkers, cooks, laundresses, chambermaids, waitresses, and nurses, housekeepers, seamstresses, for day's work; situations in private families, institutions and hotels. But for those of superior ability and thoroughly recommended the *Times* and the *Tribune* generally give the best results for the following capacities: Amanuenses, companions, governesses, teachers, housekeepers, matrons, invalid nurses, children's nurses, ladies' maids, chambermaids, seamstresses, waitresses, cooks, laundresses, dress-makers, etc., etc.

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**For all City Papers.**



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950 Broadway, bet. 22d & 23d Streets. until 8 p.m.  
270 West 23d Street, cor. Eighth Ave., 153 Fourth  
Ave., cor. 14th Street, 760 Third Ave., cor. 47th Street,  
1,007 Third Ave., near 60th Street., 1,708 First Ave.,  
100 West 42d Street, Ninth Ave. and 68th Street,  
69 Liberty Street, and the HARLEM OFFICE, 180  
East 125th Street, until 7.30, p.m., at REGULAR OFFICE  
RATES.

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**Hotel & Restaurant,**  
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